

# INITIAL AND RENEWAL APPLICATIONS



Please Note This Is A Generic Presentation, Please Look At Appropriate Rule  
To Determine What Else Is Needed

Applications For Laboratories/Collecting Station and Individual Home Care Service  
Providers Are Different



---

# RULE SECTIONS COVERED

---

- ◆ **Initial License Application**
- ◆ **Processing of Applications Issuing Licenses**
- ◆ **License Expirations and Renewals**
- ◆ **Requirements for Organization or Service Changes**
- ◆ **Waivers**



# INITIAL LICENSE APPLICATION

- ◆ Includes
  - Bed Increase
  - Change in Ownership
  - Change in Location
  - Change in Category



---

# INITIAL LICENSE APPLICATION

---

- ◆ **WHAT NEEDS TO ACCOMPANY AN APPLICATION?**
- ◆ Complete **All Parts** of the “Application for Residential of Health Care License”
- ◆ Enclose a Floor Plan
- ◆ Proof of Authorization To Do Business in the State of New Hampshire from the NH Secretary of State.
- ◆ The Appropriate Fee.

# INITIAL LICENSE APPLICATION

- ◆ Resume Detailing the Qualifications of the Administrator/Medical Director (If Applicable)
  - Licenses Held (If Applicable)
  - NH Department of Safety Criminal Background Check Results
  - BEAS Check Results
  - Written Discloser\*
- ◆ Local Approvals: Health Officer, Building, Zoning and Fire Dept.

# INITIAL LICENSE APPLICATION

- ◆ \*Verification of Public Water Service or Water Test Analysis Report Certifying Safe for Public Consumption.
- ◆ Signature Acknowledgement of 2 Publications in Newspaper Prior to Submitting Application
- ◆ Notification of CAH if Necessary \*



# INITIAL LICENSE APPLICATION

- ◆ CRIMINAL RECORD CHECK FOR LICENSEE  
(For Whomever or Whatever is Listed as the Licensee. Even if Business Name)
- ❖ Officer of Board (Corporation)
- ❖ All Members of LLC
- ❖ Licensee
- ❖ Administrator
- ❖ All Household Members





---

# FAQ's

## When Is An Application Complete?

---

- ◆ When All of the Required Documents Have Been Received and Approved by the Licensing Supervisor.
- ◆ Once Complete 60 Day Clock Starts.
  - Please Plan Accordingly
  - You Can Not Open Until After Inspection



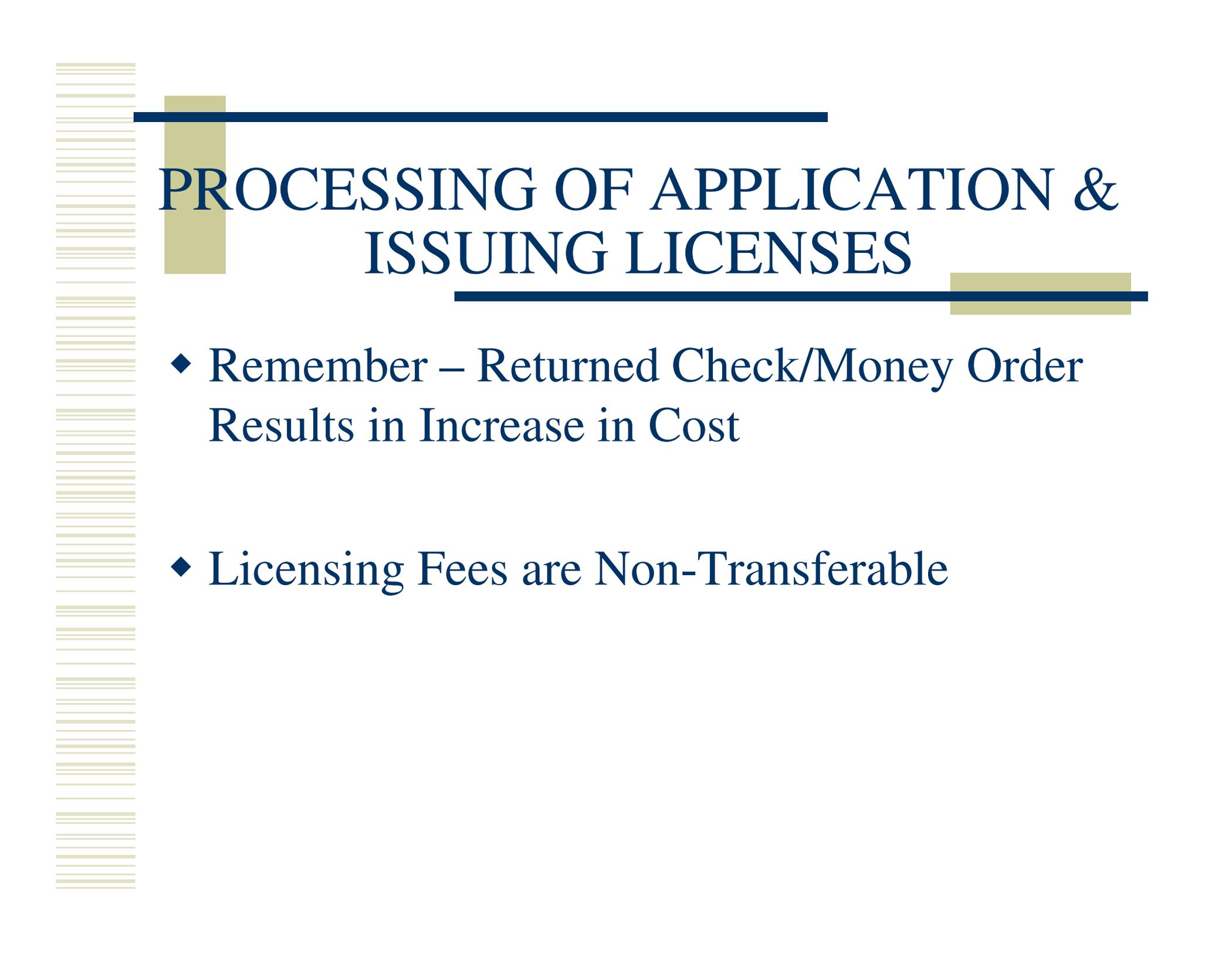
---

# FAQ's

## How Do I Know If Application Is Complete?

---

- ◆ Everyone Gets A Letter or Email
- ◆ Then What Happens?
  - Consult is Offered
  - Program Inspection
  - LSC Inspection
- ◆ If Pass Inspection get:
  - Initial License
  - Bed Increase
  - Change in Services if Inspection Required



# PROCESSING OF APPLICATION & ISSUING LICENSES

- ◆ Remember – Returned Check/Money Order Results in Increase in Cost
- ◆ Licensing Fees are Non-Transferable



# PROCESSING OF APPLICATION & ISSUING LICENSES



- ◆ For a Change in Ownership, Certified Health Facilities Need to Complete the CMS 855 A form. Completed CMS 855A Forms Need to be Sent to Your Fiscal Intermediary For Processing.



# LICENSE EXPIRATION & RENEWAL

License Expires On The Last  
Day Of The Month, **UNLESS**  
**Completed Application Is In.**

# LICENSE EXPIRATION & RENEWAL

- ◆ What is a Completed Application?
  - Are All Relevant Fields Filled Out?
  - Does Licensee, Name of Facility Match What is On Your License?
  - Has Application Been Signed By Required People Based On Type of Ownership?
  - Administrator Listed?
  - Description of Services



# LICENSE EXPIRATION & RENEWAL

---

- ◆ Submit With Application
  - Money
  - Water Test Results Every 3 Years, Unless On Public Water
  - Waiver Renewal – Form Is Available at  
<https://www.dhhs.nh.gov/oos/bhfa/documents/waiver.pdf>
  - Variances
  - Updated Copies of Administrator License

# LICENSE EXPIRATION & RENEWAL

## ◆ DO NOT:

- Wait Until Renewal to Update Administrator
- Call Office to Find Out if We Received Application
  - You Will Be Notified Via Mail or Email if Information is Missing
- Put Bed Increases, Changes In Address or Other Changes On Renewal Application



# LICENSE EXPIRATION & RENEWAL



- ◆ Incomplete Applications Will Result in a Deficiency and Will Be Denied.



# WAIVERS

- ◆ New Waivers
  - Specific Rule #
  - Explain Why Necessary
  - What Alternative is Proposed
  - How Long
    - Waivers, Other than Administrator Waivers, Can be Made Permanent



# WAIVERS

- ◆ Waiver Renewal

Submit With Application

OR

At Least 15 Days Prior to Expiration of Waiver

- ◆ Permanent Criminal Waivers

- Include a List of All Personnel Who Have Criminal Background Waivers with Renewal
- **DO NOT INCLUDE A LIST OF EVERYONE WHO HAS HAD A BACKGROUND CHECK ONLY THOSE WHO HAVE WAIVERS**



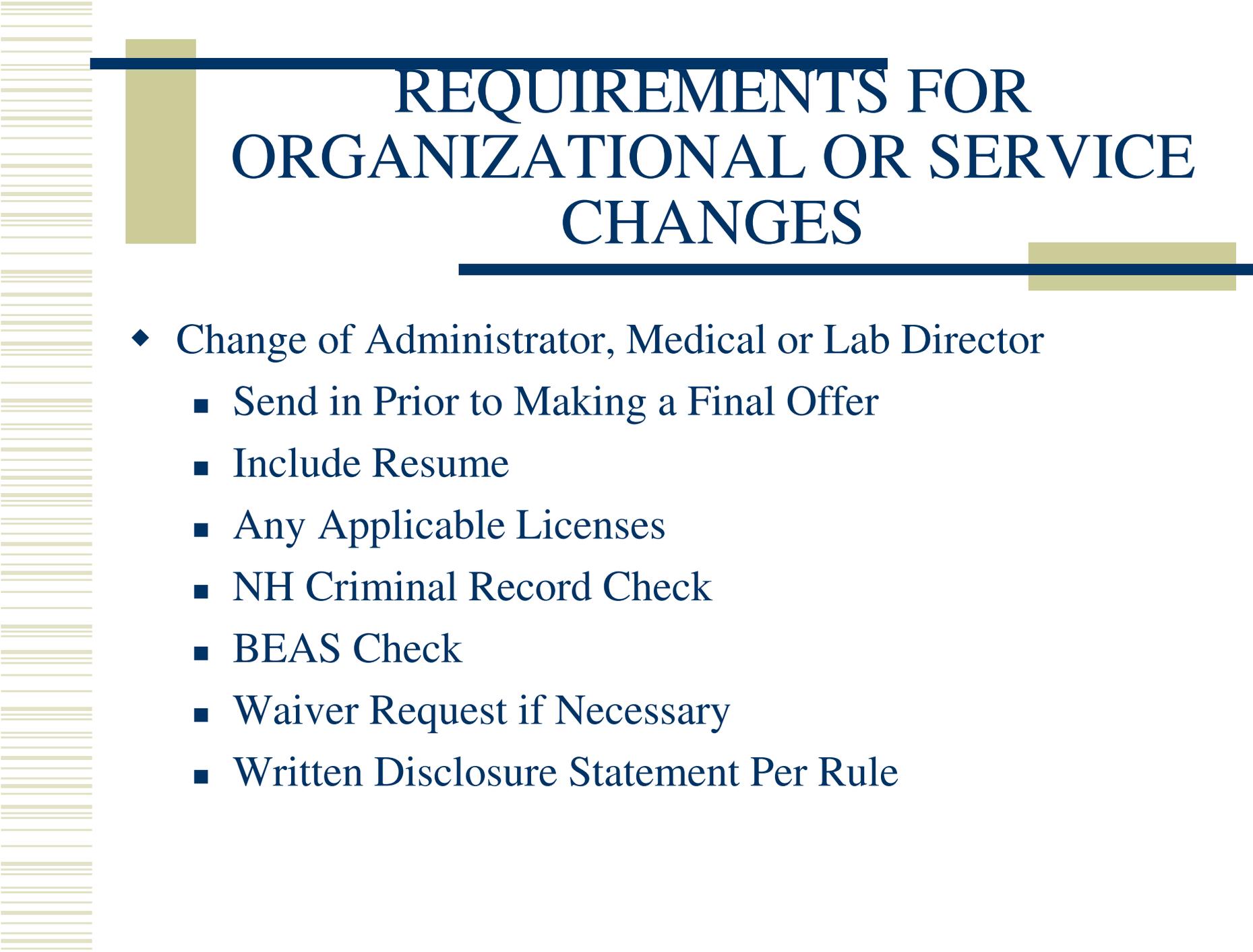
# REQUIREMENTS FOR ORGANIZATIONAL OR SERVICE CHANGES

- ◆ 30 Day ADVANCE notice of changes in:
  - Ownership
  - Physical Location
  - Address
  - Name
  - Capacity
  - Services



# REQUIREMENTS FOR ORGANIZATIONAL OR SERVICE CHANGES

- ◆ Change in Service
  - Description of Change
  - If Additional Personnel to be Hired
    - Include Minimal Qualifications
  - How To Incorporate Into Infection Control
- ◆ Change in Physical Environment



# REQUIREMENTS FOR ORGANIZATIONAL OR SERVICE CHANGES

- ◆ Change of Administrator, Medical or Lab Director
  - Send in Prior to Making a Final Offer
  - Include Resume
  - Any Applicable Licenses
  - NH Criminal Record Check
  - BEAS Check
  - Waiver Request if Necessary
  - Written Disclosure Statement Per Rule



# FAQ's

- ◆ Prior to the Start of Any New Services, Bed Increase, New Construction, Renovations or Bed Moves, the Life Safety Code Inspector Must Approve.



# CONTACT INFORMATION

DHHS

HEALTH FACILITIES ADMINISTRATION-  
LICENSING

129 PLEASANT ST

CONCORD NH 03301

603-271-9039